

27 June 1955
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REGULATION
NO. [REDACTED]

RECORDS
1955

RECORDS DISPOSITION

TRANSFER OF RECORDS OF TERMINATED PROPRIETARY PROJECTS TO PERMANENT SAFEKEEPING

SYNOPSIS: THIS REGULATION DEFINES RESPONSIBILITIES RELATIVE TO ASSEMBLING ALL OVERT RECORDS OF A TERMINATED PROPRIETARY PROJECT; COMPILING AN INVENTORY OF SUCH RECORDS; AND TRANSFERRING THE RECORDS TO THE APPROPRIATE AGENCY REPOSITORY FOR PERMANENT SAFEKEEPING.

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1. APPLICABILITY

- a. After a proprietary project has been terminated, all overt records (books of account, corporate records, vouchers, paid checks, bank statements, files of supporting documents, essential correspondence, and related records) shall be assembled by the operating segment having primary responsibility and a complete inventory compiled of such records.
- b. The records referred to in paragraph a above include, but are not limited to, minute books, stock records, incorporation papers, books of account, financial and accounting documents, property records, correspondence files, etc. Excluded are all documents, correspondence, reports, and other papers relating to the project which form a part of the Agency's records of its supervision and control over the project, as distinguished from the records of the proprietary project as such.

2. NOTIFICATION TO AGENCY COMPONENTS

The operating segment of the Agency responsible for the liquidation of a proprietary project shall, upon completion of the liquidation, forward a notice thereof to all components directly associated with the project, as well as those which may be affected by its discontinuance or charged

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with any responsibility in connection with the liquidation. A copy of the inventory of the proprietary project's records shall accompany each notice. The notice shall further state that the records listed in the inventory shall be transferred to permanent safekeeping under the control of the Agency component primarily responsible for the project, and request concurrence of each affected component for such transfer.

3. TRANSFER TO PERMANENT SAFEKEEPING

Upon receipt of written concurrence from all of the Agency components acquiescing in the proposal to transfer the proprietary projects records to permanent safekeeping, the operating segment responsible for the custody and control of such records shall effect transfer in accordance with established procedure. Proprietary project records of the Office of the Deputy Director (Plans) and those of the Office of Communications, shall be transferred to the Records Integration Division, Foreign Intelligence Staff, Deputy Director (Plans). Records of the Office of Training shall be transferred to the repository established and maintained for Office of Training records. Records of other Agency components shall be transferred to the Agency Records Center.

4. INSPECTION OF RECORDS IN PERMANENT SAFEKEEPING

In the event a need arises whereby any Agency component requires reference to records of a closed proprietary project which have been transferred to a permanent safekeeping repository, permission shall be granted to inspect such records by the component responsible for their transfer to permanent safekeeping upon receipt of justification therefor.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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